

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of June 10, 2014**

- I. ROLL CALL.** Chair Dennis Donahue, Village Trustees Kevin T. Beal and James R. Wilson. Also present were Acting Village Manager Stephen Fitzhugh, Acting Clerk Kenneth McCann, Patrick DeMasi (Utility Superintendent), Kevin Pecor (Knotty Shamrock Irish Pub), Thomas Nesbitt (Phelps Engineering), John Kiernan (Phelps Engineering), Katrina DeMasi, K. David Maxwell, and Kathleen Lott (*Northfield News*).

Chair Donahue called the meeting to order at 7:00 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

III. PUBLIC COMMENT (Scheduled and Unscheduled)

- a. Kevin Pecor, Knotty Shamrock Irish Pub: Outdoor Seating Request.** Mr. Pecor is requesting permission to install outdoor seating at his establishment. This would require blocking off a section of the parking spaces and establishing a border fence that would cordon off from the general public the tables where liquor consumption is taking place. Manager Fitzhugh asked how many parking spaces would have to be blocked off. Mr. Pecor thought at least two (2) but this would have to be worked out. The parking spaces would be blocked off about one hour before the Knotty Shamrock opens for business. As the spaces already are posted for two-hour weekday parking only, the pub employees may have to briefly wait for cars to vacate the spaces before installing the border fence. Chair Donahue asked if the Liquor Control Board had any objections of their own to this proposal. Mr. Pecor said that provided that their guidelines are followed, the Liquor Control Board would have no problems. He added that Church Street in Burlington is an example of how restaurants can have fenced-off outdoor drinking sections and be compliant with the law. Manager Fitzhugh noted that O'Maddi's Restaurant received permission last fall to have outdoor seating on the Depot Square sidewalk on a trial basis. He added that the wrap-up report generated by the Vermont Downtown Action Team following its April 2014 visit to Northfield envisioned increased outdoor restaurant seating as a possible enhancement of the downtown area. Trustee Beal felt that East Street would be an ideal location for this type of downtown enhancement. He had no objections provided that safety measures are installed that would protect both drivers and pedestrians in the area. Mr. Pecor said that the outdoor seating would be placed as far away from the street's intersection with Main Street as possible. He also would be willing to work with the local Highway Department and emergency services to make sure that the temporary barriers are installed properly and in the optimal location. Kathleen Lott asked if this request would have to go before the Planning Commission. Manager Fitzhugh thought that neither the Planning Commission nor Zoning Administrator Michele Braun had any objections to allowing outdoor seating at O'Maddi's. Trustee Beal felt that the municipal government should do all it can to assist local businesses. Motion by Trustee Beal, seconded by Trustee Wilson, to approve Mr. Pecor's request to have outdoor seating at the Knotty Shamrock Irish Pub contingent upon his working with the Northfield Highway Department and emergency services as indicated above. **Motion passed 3-0-0.**

IV. APPROVAL OF MINUTES

- a. **April 25, 2014 (Special Meeting).** Motion by Trustee Wilson, seconded by Trustee Beal, to approve the minutes. **Motion passed 3-0-0.**
- b. **May 27, 2014 (Joint Board Meeting).** Motion by Trustee Wilson, seconded by Trustee Beal, to approve the minutes. **Motion passed 3-0-0.**

V. APPROVAL OF BILLS

- a. **Warrant #24-14.** Motion by Trustee Wilson, seconded by Trustee Beal, to approve Warrant #24-14 in the amount of \$332,610.75. **Motion passed 3-0-0.**
- b. **Warrant #24-14A.** Motion by Trustee Beal, seconded by Trustee Wilson, to approve Warrant #24-14A in the amount of \$26,272.61. Chair Donahue stated that this was a payment on the Central Street Culvert Replacement loan. **Motion passed 3-0-0.**
- c. **Warrant #24-14B.** Motion by Trustee Wilson, seconded by Trustee Beal, to approve Warrant #24-14B in the amount of \$210,189.64. Chair Donahue said that this was a payment for the Village Common Rehabilitation Project. **Motion passed 3-0-0.**

VI. OLD BUSINESS

- a. **Water System Improvements Projects (Central Street & King Street).** At their last meeting (05/27/14), Thomas Nesbitt (Phelps Engineering) had provided the Village Trustees with options for dealing with the stormwater problems on Central Street. He was asked then for cost estimates and he now reported that it would cost about \$100,000 to add stormwater improvements to the proposed water system improvement project on Central Street. If the stormwater work was done as a separate project, it would cost about \$150,000. In addition, replacing the entire stormwater treatment system would cost about \$695,000. Chair Donahue was very grateful for this information. John Kiernan (Phelps Engineering) added that since the additional cost of the stormwater work could not be included into the bonding for the water system improvements, another funding source would have to be found. Chair Donahue noted that the Board anticipates that the bond vote will be held in late July 2014. Mr. Nesbitt stated that the dollar amounts for the two (2) bond articles (Central Street and King Street) would have to be determined and an attorney engaged to develop the article wording. Mr. Kiernan added that the State's Revolving Loan Fund already has approved funds for the engineering phase of this project. Trustee Beal asked if the stormwater work would be considered a Highway Department expense. Manager Fitzhugh thought so since it could not be charged to the utility ratepayers. Mr. Nesbitt suggested that this restriction could be explained in the bond article wording. This also could be discussed at the public hearing that would precede the bond vote. Chair Donahue thanked Mr. Nesbitt and Mr. Kiernan for their information.
- b. **Sale of Former Police Station (52 East Street).** Manager Fitzhugh noted that the Village Trustees could take no action on this matter until thirty (30) days have passed since the "Intention to Sell" notice was first posted (05/19/14). He added that he has contacted Green Mountain Power (GMP) about realigning the power lines on the property as requested by the probable buyer.

- c. **Village Common Rehabilitation Project.** Manager Fitzhugh stated that the plantings in the traffic bulb outs were done this past week. The new light fixtures on the north side still need to be hooked up to electricity. Some minor road striping remains to be done. Trustee Wilson is looking forward to when the new lights are turned on. Manager Fitzhugh added that a new hydrant was installed on the northwest corner of the interior common. It was inadvertently put next to a designated parking space but it can be relocated at minimal expense. Trustee Beal would prefer to keep the parking space. Manager Fitzhugh will discuss this with Utility Superintendent Patrick DeMasi.
- d. **LED Streetlight Replacement Project.** Manager Fitzhugh reported that the photo controls have arrived. He is not sure when the lighting fixtures will be delivered. When all the parts are here, the installation contractor will be contacted and should be able to start work right away.
- e. **Elm Street Wall Restoration.** Manager Fitzhugh stated that he did release an RFP to engineers for this project but it had to be withdrawn when new information was received. It now may be possible to realign the street and eliminate the need for the retaining wall. Trustee Beal asked about the proposed timeline for this project. Manager Fitzhugh said that nothing definite has been set. He added that there are funds in the budget to address this problem.
- f. **Manager Search Process.** Chair Donahue noted that a Special Joint Board Meeting has been warned for tomorrow night (06/11/14) so that all the Town Selectmen and Village Trustees can discuss the candidates already interviewed by the Manager Search Subcommittee. Ms. Lott asked if there is a chance that the combined Boards will act upon the subcommittee's recommendation. Trustee Beal felt that it was a strong possibility. He added that all the remaining candidates are Vermont-based.

VII. NEW BUSINESS

- a. **Current Expense Note (Sewer Building Roof).** Motion by Trustee Wilson, seconded by Trustee Beal, to approve and sign the Current Expense Note in the amount of \$30,843 at 1.45% interest; to approve and sign the Current Expense Borrowing Resolution; and to approve and sign the Current Expense Borrowing Tax Certificate. Chair Donahue noted that this roof replacement had been budgeted by the Village Trustees. Manager Fitzhugh added that the final cost of the installation had been about half of what had been expected. **Motion passed 3-0-0.**
- b. **Appointment to Fill Village Trustee Vacancy.** Since David Maxwell's Village Trustee position expired after last week's Annual Village meeting, it was Manager Fitzhugh's recommendation that the remaining Village Trustees appoint someone to fill the seat from which he himself resigned when he became Acting Village Manager. The successful applicant would continue to serve on the merged Select Board until it contracted from nine (9) to five (5) members in March 2015. There were two applicants for the vacant position: Mr. Maxwell and Nanci Allard. Motion by Trustee Wilson, seconded by Trustee Beal, to appoint David Maxwell to the vacancy. **Motion passed 3-0-0.**
- c. **DRAFT Solid Waste Ordinances.** Town Manager Robert Lewis has prepared for the Village Trustees and Town Selectmen two (2) ordinance wording options. He would like the Board members to review both drafts at this time but be prepared to discuss them at the next Joint Board Meeting (06/23/14). Option #2 is the Randolph Solid Waste and Junkyard Ordinance slightly adapted for Northfield. Chair Donahue confirmed that this will be on the next agenda.

- d. **Northfield Safety Day.** Chair Donahue noted that the 21st Annual Northfield Safety Day will be held on Saturday, June 21, 2014, from 9:00 a.m. to 2:00 p.m. at the Northfield Fire Station (128 Wall Street). As usual, there will be free refreshments, exhibits, demonstrations, etc. New this year will be a blood drive conducted by the American Red Cross. Free smoke detectors and children's bike helmets will be distributed while supplies last.
- e. **Public Hearing & Joint Board Meeting: Monday, June 23, 2014.** Prior to the start of the Joint Board Meeting at 7:00 p.m., a brief Public Hearing will be held regarding the Town's intention to apply for a Vermont Community Development Program grant that would be used to cover any local match portion of the total expense associated with the Fairground Road Bridge Replacement Project.

VIII. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Acting Manager Stephen Fitzhugh.** As this is the final stand-alone meeting of the Village Trustees prior to municipal merger, Trustee Wilson would like to take this opportunity to thank Stephen Fitzhugh for stepping up as Acting Village Manager when the need arose last summer. Despite all the extra work this entailed, Manager Fitzhugh said he had some fun and felt that a lot of positive change for the Village had been accomplished during his tenure.
- b. **King Street Dog Problem.** Chair Donahue would like Animal Control Officer Justin Pickel to provide an update on this matter since the Public Hearing was held two (2) weeks ago.

IX. MANAGER'S REPORT

- a. **Water Department FCC License.** Manager Fitzhugh recently learned that the Water Department's radio license expired last year. He has been working on obtaining a new license, which will be good for ten (10) years.

X. PUBLIC COMMENT (Unscheduled). There was none.

XI. ADJOURNMENT. Motion by Trustee Wilson, seconded by Trustee Beal, to adjourn. **Motion passed 3-0-0.**

The Board adjourned at 8:00 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular meeting.